

Position Title: Costume Supervisor

Department: Production

Classification: Full-Time Non-Exempt, 40 hours/week, 10 Month Position

Reports to: Production Manager

Location: On-Site

About the Arden

Founded in 1988, Arden Theatre Company is a professional regional theatre offering the highest quality theatrical productions and educational programs to the artists, audiences, and students of Greater Philadelphia. Each year, we produce the Mainstage season and Arden Children's Theatre, the city's first resident children's theatre. From our productions that reach over 100,000 audience members each year to our educational outreach programs that inspire and empower 6,000 students in schools across our region, the Arden stands out as a haven for shared stories and a vital incubator to create new work.

The Arden has been an important force behind the vitality of the Old City neighborhood and in the Philadelphia cultural landscape. In the 2024 / 2025 season, the Arden produced seven Mainstage and two Arden Children's Theatre productions, resulting in 393 performances seen by more than 90,000 people.

Mission

Arden Theatre Company is dedicated to bringing to life great stories by great storytellers on the stage, in the classroom, and in the community.

Great stories on the stage: We produce a wide range of stories in a variety of styles: classic and contemporary, intimate, and epic, fiction and nonfiction, musical and dramatic. Producing the great playwrights allows us to measure ourselves against the masters of our craft while sharing the voices of new writers gives us the opportunity to shape the future of American theatre. We embrace stories for audiences of all ages and bring the same artistic quality to all our work.

Great stories in the classroom: Kids are celebrated at the Arden. We nurture curiosity, creativity, and confidence through our educational programming. We foster connections between theatre and reading and promote literacy for our young audiences. We reach thousands of students each year, introducing many of our region's kids to theatre for the first time.

Great stories in the community: We believe in the power of stories to bring people together. We work to build a vital community of artists who excel creatively through shared experiences and with whom our audiences identify. The Arden strives to be Philadelphia's hometown theatre; we seek community partnerships and collaborations, make our work affordable and accessible, and train the next generation of theatre leaders, contributing to the region's cultural landscape.

Position Summary

Reporting directly to the Production Manager, the Costume Supervisor works closely with Costume Designers to realize all costume, hair, and makeup elements, within the constraints of budget and schedule. The Costume Supervisor collaborates with fellow production shop heads to ensure the smooth, day-to-day operation of all production departments.

Essential Duties and Responsibilities

- Create, procure, construct, and/or finish all costume, hair, and makeup elements for all Arden productions and special events
- Maintain a safe working environment
- Provide all rehearsal costume pieces, as requested by Stage Managers
- Manage and keep up-to-date Arden's costume inventory, this includes routine maintenance and cleaning, overseeing any/all rental inquiries, and approving all costume donations
- Oversee staff – including over-hire staff, interns, and Arden Professional Apprentices, investing in their talent, and encouraging their growth while setting clear and obtainable goals
- Supervise all production costume maintenance and wardrobe tracking paperwork, in conjunction with Wardrobe Supervisor and/or Run Crew
- Manage costume and wardrobe material and labor budgets in conjunction with Production Manager. In addition, ensure all returns and rentals are successfully completed in a timely manner.
- Uphold open communication with Designers and fellow production staff members
- Respond to facility maintenance projects as assigned by General Manager or Production Manager
- Participate in weekly and show-specific production meetings
- Maintain costume shop and equipment – including routine maintenance, inventory upkeep, and cleaning

Competencies

- Must have strong communication skills – both written and verbal
- Have a positive, team-oriented attitude. Actively and positively interacting with all of Arden's departments, creating a collaborative environment within both the department and the company
- Be proficient in Office 365, Dropbox, Zoom, and other cloud-based applications
- Be someone with initiative, creativity, and a collaborative spirit. Must have the ability to work within a fast-paced, dedicated team—rolling up your sleeves must be a favored tactic.
- Be willing and able to work flexible hours/days reflective of the dynamic schedule of a theatre, which includes a variety of hours, including evenings and weekends.
- Express a passion for theatre in the Philadelphia cultural community with a genuine interest in becoming a driver of Arden's mission and vision.

Required Experience

- At least 5 years professional experience with costume creation and supervision
- A broad-based knowledge of professional theatre producing practices. Both formal, informal, and cross-disciplinary experiences will be considered
- Advanced skills and techniques in theatrical costume construction
- Experience producing theatre in a flexible "black box" theatre space preferred

Work Environment

- This position splits time between office and costume shop environments
- Indoor environments, some with low light and confined spaces
- Stairs and ladders

Physical Demands

- Must be able to lift and move 50 pounds
- Must be able to climb stairs and ladders
- Must be able to safely operate standard garment construction tools including, industrial sewing machine, serger, steamer, industrial iron

Other Duties

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.

Compensation

Compensation for this position is \$925-\$950 a week, based on experience. This position is an annual contract ranging from 43 to 44 weeks per season (August-May).

Arden Theatre Company provides Medical and Disability Insurance, Flexible Savings Plan, 403(b) Defined Contribution Plan, and paid vacation, personal, and holiday leave.

Application Process

Applicants should submit a cover letter, resume, and three professional references to humanresources@ardentheatre.org

Application Closing Date: **July 28, 2025**

Anticipated Start Date: **August 4, 2025**

Arden Theatre Company has instituted a mandatory COVID-19 vaccination policy for all employees; the successful candidate must provide proof of vaccination prior to beginning work and must agree to adhere to all Arden Theatre Company's safety protocols.

Arden Theatre Company is an Equal Opportunity Employer committed to providing an environment of mutual respect. Equal employment opportunities are available to all applicants without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, gender expression, veteran status, and any other characteristic protected by applicable law. Applicants from historically underrepresented groups in the theatre industry are strongly encouraged to apply.